MANUAL

OCCUPATIONAL HEALTH, SAFETY, AND ENVIRONMENTAL MANAGEMENT SYSTEM (OHSEMS)

UNIVERSITAS ISLAM INDONESIA

2026

DOCUMENT IDENTITY AND APPROVAL SHEET

This Occupational Health, Safety, and Environmental Management System Manual is the document applied throughout Universitas Islam Indonesia (UII). It sets out the Purpose, Scope, Legal Basis, UII Profile, Commitment and Policy, Planning, Implementation, Performance Monitoring and Evaluation, and Review and Improvement of OHSE Performance.

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UNIVERSITAS ISLAM INDONESIA
REKTOR
YOGYAKARTA

PREFACE

Bismillahirrahmaanirrahiim.

Assalamu'alaikum warahmatullahi wabarakatuh.

Alhamdulillahirabbil aalamiin. All praise is due to Allah Swt. for the completion of this document.

Occupational health and safety (OHS) is an essential part of delivering the Tridharma of higher education. Academic and non-academic activities at Universitas Islam Indonesia (UII) carry potential hazards. Laboratory practicals, research, fieldwork, building maintenance, and student activities all demand orderly risk management. Environmental pollution control likewise requires systematic management so that it does not become a risk to the UII academic community or to the surrounding environment. Such management calls for a standardised and documented system that can be improved continually. UII is therefore committed to implementing an occupational health, safety, and environmental management system (OHSEMS), and this OHSEMS Manual has been prepared as the reference basis for all other OHSEMS-related documents.

This OHSEMS Manual covers the stages of the continual improvement cycle of the Occupational Health and Safety Management System as set out in Government Regulation No. 50 of 2012 and SNI ISO 45001:2018, namely Commitment, Planning, Implementation, Measurement and Evaluation, and Review and Improvement of the OHS management system. The document has also been prepared with reference to the Guidelines for Implementing Occupational Health, Safety, and Environmental Management Systems in Higher Education Institutions issued by the Ministry of Education, Culture, Research, and Technology in 2024.

Implementing the OHSEMS also supports the UII Strategic Plan. One of the strategic objectives set out in the UII Strategic Plan for 2026–2030 is strengthened internal capacity through quality assurance, human resource development, and laboratories. That objective covers the strengthening of the institution's internal capacity, both human resources and assets. It aligns with the purpose of an OHS management system, namely keeping resources safe, healthy, and productive.

The drafting team wishes to thank the university, faculty, and unit leaders for their support in preparing this document. Suggestions for improvement remain welcome. May this document help realise a campus that is safe, healthy, conducive, and productive.

Yogyakarta, 1 September 2026
OHSE Task Force of Universitas Islam Indonesia

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CHAPTER 1
INTRODUCTION

1.1 Purpose

The Occupational Health, Safety, and Environmental Management System Manual of Universitas Islam Indonesia (UII OHSEMS) has been prepared to meet the OHS standard requirements of Government Regulation No. 50 of 2012 on the Occupational Health and Safety Management System. The UII OHSEMS Manual is the guide for the entire UII academic community in safeguarding safety, health, and environmental protection across the university. It serves as the principal reference for OHSEMS-related activities on the UII campus, including the systematic and continual planning, implementation, review, and improvement of the OHSEMS.

1.2 Scope

The UII OHSEMS Manual covers the following:

1. Profile of Universitas Islam Indonesia (Chapter 2)
2. Establishment of the OHSE Policy (Chapter 3)
3. OHSEMS planning (Chapter 4)
4. OHSEMS implementation (Chapter 5)
5. Performance monitoring and evaluation (Chapter 6)
6. Review and improvement of OHSEMS performance (Chapter 7)

The six points above are aligned with SNI ISO 45001:2018 and Government Regulation No. 50 of 2012, which divide implementation of the OHS management system into five stages. These five stages form the Deming Cycle, or the *Plan-Do-Check-Act* (PDCA) cycle shown in Figure 1.1. The OHS management system framework also requires an account of the organisational context, so the UII profile is presented before the explanation of the PDCA continual improvement cycle.

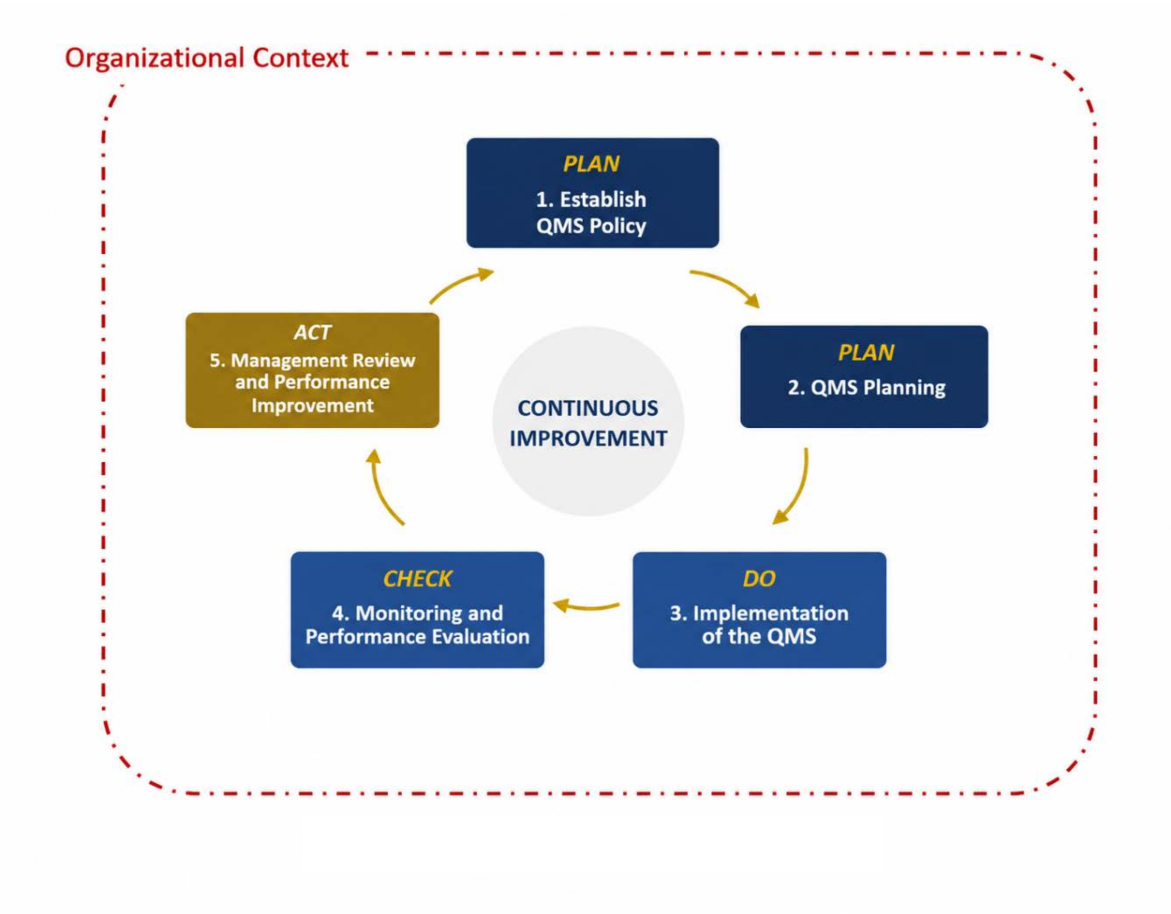

Figure 1.1 The OHS management system cycle

1.3 Legal Basis and References

This document has been prepared with reference to the following laws and regulations.

- Law No. 1 of 1970 on Occupational Safety (*Undang-Undang Nomor 1 Tahun 1970 tentang Keselamatan Kerja*).
- Government Regulation No. 50 of 2012 on the Implementation of the Occupational Health and Safety Management System (*Peraturan Pemerintah Nomor 50 Tahun 2012 tentang Penerapan Sistem Manajemen Keselamatan dan Kesehatan Kerja*).
- Minister of Manpower Regulation No. Per-04/MEN/1987 on the Occupational Health and Safety Committee (P2K3) and Procedures for Appointing Occupational Safety Experts (*Peraturan Menteri Tenaga Kerja Nomor Per-04/MEN/1987 tentang Panitia Pembina Keselamatan dan Kesehatan Kerja (P2K3) serta Tata Cara Penunjukan Ahli Keselamatan Kerja*).
- Minister of Manpower Regulation No. Per.02/MEN/1992 on the Procedures for Appointing Occupational Health and Safety Experts and Their Obligations and Authority (*Peraturan Menteri Tenaga Kerja Nomor Per.02/MEN/1992 tentang Tata Cara Penunjukan, Kewajiban, dan Wewenang Ahli Keselamatan dan Kesehatan Kerja*).
- Minister of Manpower Regulation No. Per.05/MEN/1996 on the Occupational Health and Safety Management System (*Peraturan Menteri Tenaga Kerja Nomor Per.05/MEN/1996 tentang Sistem Manajemen Keselamatan dan Kesehatan Kerja*).

- Government Regulation No. 22 of 2021 on the Implementation of Environmental Protection and Management (*Peraturan Pemerintah Nomor 22 Tahun 2021 tentang Penyelenggaraan Perlindungan dan Pengelolaan Lingkungan Hidup*).
- Law No. 12 of 2012 on Higher Education (*Undang-Undang Nomor 12 Tahun 2012 tentang Pendidikan Tinggi*).
- Government Regulation No. 57 of 2021 on National Education Standards (*Peraturan Pemerintah Nomor 57 Tahun 2021 tentang Standar Nasional Pendidikan*).
- Minister of Education, Culture, Research, and Technology Regulation No. 53 of 2023 on Higher Education Quality Assurance (*Peraturan Menteri Pendidikan, Kebudayaan, Riset, dan Teknologi Nomor 53 Tahun 2023 tentang Penjaminan Mutu Pendidikan Tinggi*).

This document also refers to the following guidelines, standards, and internal documents.

- Guidelines for Implementing Occupational Health, Safety, and Environmental Management Systems in Higher Education Institutions, Ministry of Education, Culture, Research, and Technology, 2024 (*Pedoman Penerapan Sistem Manajemen Keselamatan dan Kesehatan Kerja serta Lingkungan di Perguruan Tinggi, Kementerian Pendidikan, Kebudayaan, Riset, dan Teknologi, tahun 2024*).
- SNI ISO 45001:2018 on Occupational Health and Safety Management Systems (*SNI ISO 45001:2018 tentang Sistem Manajemen Keselamatan dan Kesehatan Kerja*).
- SNI ISO 14001:2015 on Environmental Management Systems (*SNI ISO 14001:2015 tentang Sistem Manajemen Lingkungan*).
- The Statute of Universitas Islam Indonesia and internal regulations on organisation and working procedures (*Statuta Universitas Islam Indonesia beserta peraturan internal tentang organisasi dan tata kerja*).
- Strategic Plan of Universitas Islam Indonesia 2022–2026 (*Rencana Strategis Universitas Islam Indonesia 2022–2026*).
- Rector's Action Plan of Universitas Islam Indonesia 2026–2030 (*Rencana Aksi Rektor Universitas Islam Indonesia 2026–2030*).

1.4 Terms and Definitions

This document uses the terms with the meanings set out in Table 1.1.

Table 1.1 Terms and definitions

Term	Definition
UII	Universitas Islam Indonesia.
OHSEMS	Occupational Health, Safety, and Environmental Management System. The OHSEMS is the part of the university management system that controls the risks arising from work activities in relation to occupational accidents, occupational health, and environmental degradation.
OHSE	Occupational Health, Safety, and Environment. Occupational health and safety covers all efforts to protect health and safety by preventing occupational accidents and occupational diseases, while the environmental element covers efforts to protect the environment.
Hazard	A source, situation, or act with the potential to cause injury, occupational disease, or loss.

Term	Definition
Risk	The combination of the likelihood of a hazardous event occurring and the severity of its consequences.
Incident	A work-related event that causes, or has the potential to cause, injury, ill health, or death.
Near miss	An incident that results in no injury or damage but had the potential to cause either. The Indonesian term is *nyaris celaka*.
Occupational disease	A physical or mental health disorder caused or aggravated by work activity.
Academic community	The lecturers, staff, and students of Universitas Islam Indonesia.
Work environment	Offices, classrooms, laboratories, workshops, studios, sports facilities, and all activity locations managed by the university.
OHSE Committee	The Occupational Health, Safety, and Environmental Committee. The OHSE Committee is the forum for cooperation between management and the academic community in implementing OHSE.
OHS management system audit	A systematic, independent, and documented examination to assess the conformity of OHS management system implementation against defined criteria.
Management review	A periodic review by university management of the suitability, adequacy, and effectiveness of OHS management system implementation.
Corrective action	Action to eliminate the cause of a nonconformity that has occurred.
Preventive action	Action to eliminate the potential cause of a nonconformity before it occurs.
Hazardous and toxic (B3) waste	Hazardous and toxic waste, generally arising from activities that use hazardous and toxic materials, such as laboratory work.

CHAPTER 2
PROFILE OF UNIVERSITAS ISLAM INDONESIA (UII)

2.1 History of UII

Universitas Islam Indonesia (UII) was founded on 8 July 1945. It is the oldest private university in Indonesia. The National Accreditation Board for Higher Education awarded Universitas Islam Indonesia the Excellent (Unggul) accreditation rating in 2022. The university delivers education, research, and community service as its expression of the Tridharma of higher education.

Universitas Islam Indonesia began as Sekolah Tinggi Islam. The institution was founded in Jakarta on 8 July 1945, one month before the Proclamation of Independence. Its establishment grew out of the concern of national movement figures over colonial government control of higher education. Sekolah Tinggi Islam was formally opened in Yogyakarta on 10 April 1946. On 14 December 1947 the institution was renamed Universitas Islam Indonesia, with four founding faculties: the Faculty of Religion, the Faculty of Law, the Faculty of Education, and the Faculty of Economics. The university was formally inaugurated on 5 June 1948 at the Pendopo Kepatihan in Yogyakarta.

Subsequent development took place in stages. The Faculty of Religion was transferred to state status in 1950 and became the forerunner of Universitas Islam Negeri Sunan Kalijaga. The university reopened faculties in the religious field in 1961 and developed branch classes in seven cities in 1962. Government provisions between 1967 and 1968 directed the consolidation of all activities at the main campus in Yogyakarta. The building on Jalan Cik Di Tiro was inaugurated as the main campus in 1974. Construction of the Integrated Campus on Jalan Kaliurang began in the 1980s, and academic activities moved there in stages until 1993. The university operated eight faculties by 2002. Figure 2.1 and Table 2.1 present the timeline of the history of Universitas Islam Indonesia from its founding to the present.

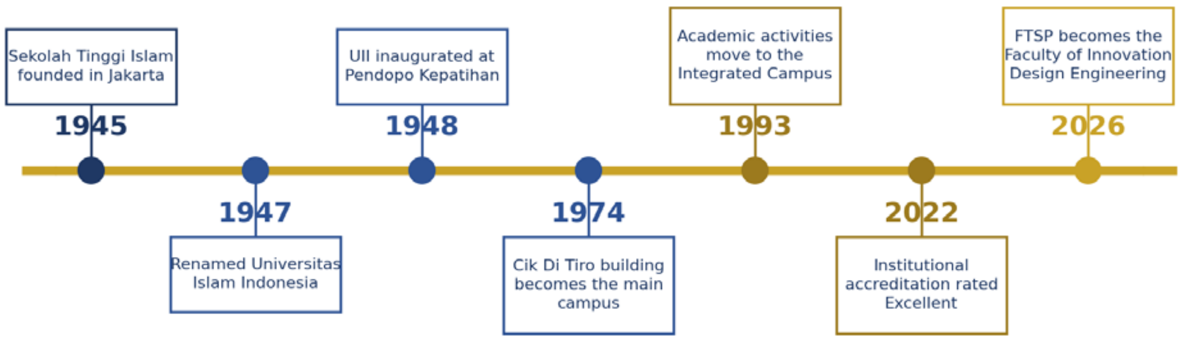

Figure 2.1 Timeline of the history of Universitas Islam Indonesia

Table 2.1 Timeline of the history of Universitas Islam Indonesia

Date	Event
8 July 1945	Sekolah Tinggi Islam is founded in Jakarta as the forerunner of Universitas Islam Indonesia.
10 April 1946	Sekolah Tinggi Islam is formally opened in Yogyakarta.
14 December 1947	Sekolah Tinggi Islam is renamed Universitas Islam Indonesia, with four founding faculties.
5 June 1948	Inauguration of Universitas Islam Indonesia at the Pendopo Kepatihan, Yogyakarta.
1950	The Faculty of Religion is transferred to state status and becomes the forerunner of Universitas Islam Negeri Sunan Kalijaga.
1961	Faculties in the religious field are reopened, namely the Faculty of Sharia and the Faculty of Tarbiyah.
1962	Branch classes are opened in seven cities, including Surakarta, Purwokerto, Cirebon, Klaten, Madiun, Bangil, and Gorontalo.
1967 to 1968	Government provisions direct the consolidation of all branch faculties at the main campus in Yogyakarta.
1974	The building on Jalan Cik Di Tiro is inaugurated as the main campus.
1983 to 1993	Construction of the Integrated Campus on Jalan Kaliurang and the phased relocation of academic activities.
1996	An Islamic boarding school is established within the university.
2002	The university operates eight faculties.
2022	The National Accreditation Board for Higher Education awards the institution the Excellent (Unggul) accreditation rating.
2 June 2026	Inauguration of the Rector and Vice Rectors for the 2026–2030 term.
12 August 2026	The Faculty of Civil Engineering and Planning is transformed into the Faculty of Innovation Design Engineering.

The span of history shown in Figure 2.1 and Table 2.1 traces the university's growth from four faculties to nine, with campuses spread across four locations. That growth has increased the number of buildings, laboratories, workshops, and studios the university manages. The additional facilities widen the range of potential hazards and therefore call for a well-ordered OHS management system.

2.2 Vision and Mission of UII

Vision of Universitas Islam Indonesia:

The realisation of Universitas Islam Indonesia as rahmatan lil 'alamin, committed to excellence and to the Islamic mission in education, research, community service, and da'wah, at a level comparable with quality universities in developed countries.

Mission of Universitas Islam Indonesia:

To uphold divine revelation and the Sunnah of the Prophet as the source of absolute truth and a mercy to all creation; to support the noble aspirations of the Indonesian nation in advancing the intellectual life of the people by forming devout, virtuous, skilled Muslim experts and graduates whose knowledge is put into practice and whose deeds are grounded in knowledge; to develop and disseminate science, technology, and the arts imbued with the spirit of Islam; to build a just and prosperous society and Republic of Indonesia based on Pancasila and the 1945 Constitution, blessed by Allah Swt.; and to deepen, develop, and disseminate an understanding of Islamic teachings to be internalised and practised by the university community and society at large.

This vision and mission are the reference for establishing the OHSE Policy. The concept of rahmatan lil 'alamin places the protection of life and the environment within the institution's responsibility.

The commitment to excellence demands quality in delivering the Tridharma, including safety quality in every academic and non-academic activity. Both are consistent with the purpose of the OHSEMS, namely preventing occupational accidents and occupational diseases among all members of the campus community and protecting the surrounding environment from degradation.

2.3 Organisational Structure and Faculties of UII

Universitas Islam Indonesia is administered by the Yayasan Badan Wakaf Universitas Islam Indonesia. The foundation acts as the governing body and is based at the Cik Di Tiro Campus. The university is managed by the Rector, assisted by five Vice Rectors. The Rector for the 2026–2030 term is Prof. Dr. Ir. Hari Purnomo, M.T., IPU., ASEAN Eng. The five Vice Rectors are the Vice Rector for Academic Affairs, Recognition, and Admissions, held by Prof. Riyanto, S.Pd., M.Si., Ph.D.; the Vice Rector for Finance, Resources, and Sustainability, held by Prof. Rifqi Muhammad, S.E., M.Sc., Ph.D.; the Vice Rector for Research, Innovation, and Entrepreneurship, held by Prof. Ir. Eko Siswoyo, S.T., M.Sc.ES., Ph.D., IPU.; the Vice Rector for Student Affairs, Islamic Affairs, and Alumni, held by Dr. Nurjihad, S.H., M.H.; and the Vice Rector for Partnerships and Strategic Communication, held by Ir. Winda Nur Cahyo, S.T., M.T., Ph.D., ASEAN Eng., APEC Eng. The Rector and Vice Rectors are supported by the leadership secretariat, boards, directorates, institutes, research centres, and supporting units. Several units relate directly to OHSEMS implementation, namely the Quality Assurance Board, the Directorate of Human Resources, the Directorate of Facilities and Infrastructure, the Directorate of Academic Services (which oversees the Integrated Laboratory), and the Centre for Environmental Studies. Figure 2.2 presents this organisational structure.

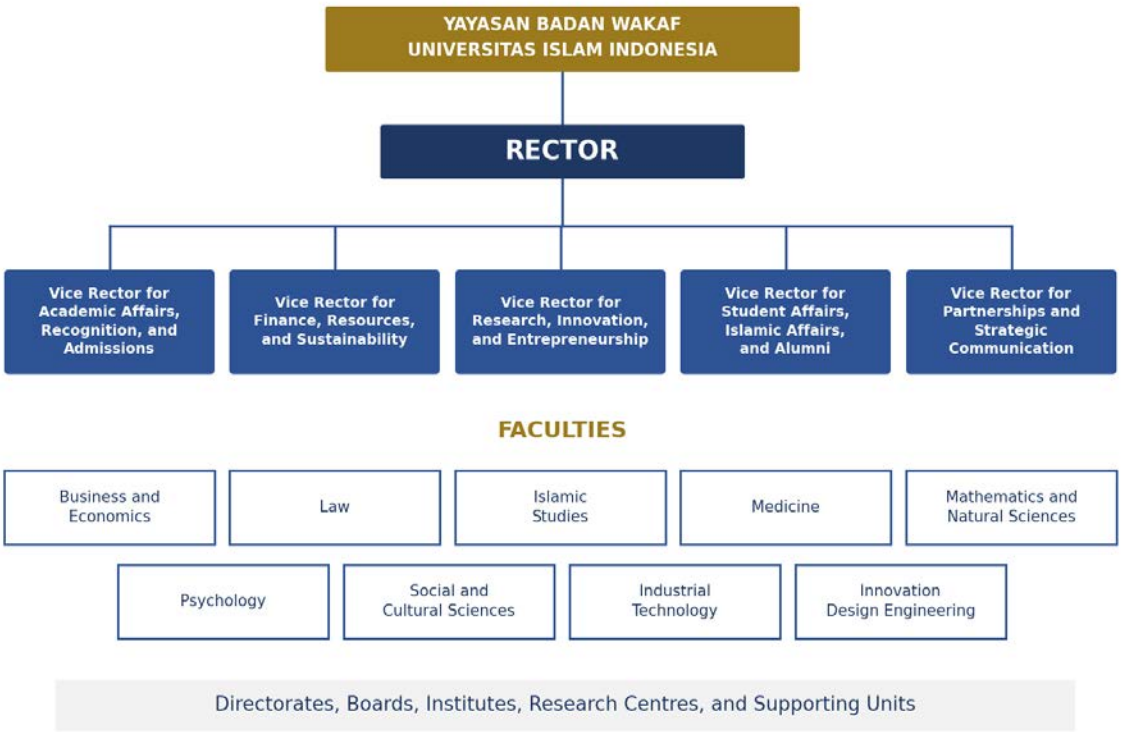

Figure 2.2 Organisational structure of Universitas Islam Indonesia

Education is delivered through nine faculties. Each faculty manages undergraduate programmes and some also manage diploma, professional, master's, and doctoral programmes. Table 2.2 lists the faculties together with their undergraduate and diploma study programmes. The Faculty of Innovation Design Engineering is the new form of the Faculty of Civil Engineering and Planning. It was launched on 12 August 2026. The Civil Engineering, Architecture, and Environmental Engineering study programmes remain within that faculty.

Table 2.2 Faculties and study programmes at Universitas Islam Indonesia

Faculty	Undergraduate and Diploma Study Programmes
Faculty of Business and Economics	Management, Accounting, Development Economics (Digital), Digital Business, Financial Analysis
Faculty of Law	Law and Business Law
Faculty of Islamic Studies	Islamic Religious Education, Family Law (Ahwal Syakhshiyah), Islamic Economics
Faculty of Social and Cultural Sciences	Communication Studies, International Relations, English
Faculty of Medicine	Medicine
Faculty of Mathematics and Natural Sciences	Statistics, Pharmacy, Chemistry, Chemistry Education, and Chemical Analysis
Faculty of Psychology	Psychology
Faculty of Innovation Design Engineering	Civil Engineering, Architecture, and Environmental Engineering
Faculty of Industrial Technology	Industrial Engineering, Mechanical Engineering, Electrical Engineering, Chemical Engineering, and Textile Engineering

2.4 Facilities and Infrastructure at UII

Universitas Islam Indonesia conducts its main teaching and administrative activities at two campus locations: the Integrated Campus and the Condongcatur Campus. The Integrated Campus is the centre of academic activity and hosts most of the faculties. The only faculty located separately, at the Condongcatur Campus, is the Faculty of Business and Economics. The Demangan Campus and the Cik Di Tiro Campus serve supporting services and the foundation offices. Details of campus locations and their uses are given in Table 2.3. The Integrated Campus occupies more than 35 hectares in Sleman Regency, north of Yogyakarta. It accommodates lecture buildings, laboratories, a library, a mosque, sports facilities, and health service facilities. Table 2.4 lists the main facilities and infrastructure together with the OHS considerations attached to each.

Table 2.3 Campus locations of Universitas Islam Indonesia

Campus	Address	Principal Use
Integrated Campus	Jalan Kaliurang km 14.5, Sleman, Yogyakarta 55584	Rectorate, Central Library, Ulil Albab Mosque, and most faculties
Condongcatur Campus	Ringroad Utara, Condongcatur, Depok, Sleman, Yogyakarta 55283	Faculty of Business and Economics
Demangan Campus	Jalan Demangan Baru No. 24, Yogyakarta 55221	Academic activities and supporting services

Campus	Address	Principal Use
Cik Di Tiro Campus	Jalan Cik Di Tiro No. 1, Yogyakarta 55223	Offices of the Yayasan Badan Wakaf

Table 2.4 Main facilities and infrastructure at Universitas Islam Indonesia

Facilities and Infrastructure	OHS Considerations
Central Library in the Mohammad Hatta Building	Visitor density, safety of shelving and stairs, and evacuation routes in a multi-storey building
Ulil Albab Mosque	Congregation density at certain times, fire preparedness, and clear exit routes
Abdulkahar Mudzakkir Auditorium and Sardjito Public Lecture Hall	Large capacity, seating arrangements, emergency lighting, and mass evacuation procedures
Faculty laboratories, workshops, and studios	Chemicals, machinery, live electrical equipment, hazardous and toxic (B3) waste, and mandatory use of personal protective equipment
Ki Bagoes Hadikoesoemo Sports Hall, football field, tennis courts	Injury risk in sporting activities, availability of first aid, and maintenance of flooring and equipment
Clinic and pharmacy	Medical waste, infectious materials, radiation safety, and occupational health of medical personnel
Islamic boarding school and student dormitories	Residential safety, electrical installations, fire preparedness, and sanitation
Office buildings, directorates, and research centres	Workplace ergonomics, indoor air quality, electrical safety, and data security
Internal roads, parking areas, and pedestrian routes	Vehicle traffic, lighting, and accessibility for persons with disabilities

2.5 The OHSEMS in the Organisational Context of UII

Delivering the Tridharma of higher education is not free of potential hazards. Students carry out practical work in laboratories, workshops, and studios. Lecturers and researchers use chemicals, machinery, and live electrical equipment. Students undertake fieldwork and community service programmes off campus. Personnel maintain buildings, electrical installations, and operational vehicles. Student activities continue beyond normal working hours. All of these activities carry risks of occupational accidents, occupational diseases, fire, and environmental pollution.

The range of faculties at UII (Table 2.2) determines the distribution of potential hazards. The Faculty of Industrial Technology and the Faculty of Innovation Design Engineering operate laboratories and workshops containing machinery, live electrical equipment, and chemicals. The Faculty of Mathematics and Natural Sciences and the Faculty of Medicine operate chemical and biomedical laboratories that generate hazardous and toxic waste. Faculties in the social sciences and humanities are dominated by ergonomic risks, building electrical risks, and fire preparedness. These differences form the basis for setting priorities in risk control.

Law No. 1 of 1970 on Occupational Safety requires safety conditions to be applied in every workplace. The law classifies places where education, training, experimentation, investigation, and research using technical equipment are conducted as workplaces. Higher education institutions fall within that classification. Provisions in the higher education field reinforce this obligation. Government Regulation No. 57 of 2021 on National Education Standards requires safe and healthy facilities and infrastructure. Minister of Education, Culture, Research, and Technology Regulation No. 53 of 2023 places facility and infrastructure standards within higher education quality assurance. National and international accreditation instruments also assess these safety aspects.

Implementing the OHSEMS is aligned with one of the strategic objectives of the UII Strategic Plan 2022–2026, namely Strategic Objective 1.2: strengthened internal capacity through quality assurance, human resource development, and laboratories. That objective covers the strengthening of the institution's internal capacity, both human resources and assets, and is closely consistent with the purpose of an OHS management system, namely keeping resources safe, healthy, and productive. In the UII Strategic Plan 2026–2030, implementing the OHSEMS reinforces Strategic Objective 1.3: strengthening recognition and academic excellence in national and international rankings. Accreditation systems in higher education now consistently include OHS management requirements. With an OHS management system in place at university level, OHS management system standardisation becomes easier to achieve, and once the university meets OHSEMS standards, national and international recognition becomes easier to attain.

CHAPTER 3
COMMITMENT AND OHSE POLICY

3.1 Management Commitment

The Rector of Universitas Islam Indonesia demonstrates leadership and commitment to the OHSEMS, covering the following.

- Taking full responsibility for preventing injury and ill health and for providing safe and healthy campus activities.
- Ensuring that OHSE policy and objectives are aligned with the university's strategic direction, including the Strategic Plan of Universitas Islam Indonesia 2026–2030.
- Integrating OHSEMS requirements into teaching, research, and community service as the expression of the Tridharma of higher education.
- Providing the resources needed to establish, implement, maintain, and improve the OHSEMS.
- Communicating the importance of effective OHSEMS implementation to the entire academic community and administrative staff.
- Fostering a working culture that supports the achievement of OHS management system outcomes across all units.
- Protecting workers from reprisal when they report incidents, hazards, risks, or opportunities for OHSE improvement.

3.2 Establishing the OHSE Policy

Establishing the OHSE Policy is the first basic principle to be carried out in developing an OHSEMS in a higher education institution. Before establishing the OHSE Policy, the university conducted an initial review of OHS conditions across the university. That review covered the identification of potential hazards in academic and non-academic activities, together with benchmarking of good practice in OHSEMS implementation at other universities, including Institut Teknologi Sepuluh Nopember, Institut Teknologi Bandung, Universitas Gadjah Mada, and Universitas Indonesia. The results of this initial review informed the formulation of the OHSE Policy and also serve as the basis for the initial review stage of OHSEMS planning.

Under Government Regulation No. 50 of 2012, the leadership of an organisation must establish the OHSE Policy in writing, dated and signed. The signed document constitutes valid evidence of the organisation's highest-level commitment to OHSE implementation. Figure 3.1 shows the UII OHSE Policy as approved by the Rector of UII. Each point in the UII OHSE Policy is explained below.

1. **Integrating OHSE aspects into the governance and all activities of UII.** This means that the university will treat occupational health, safety, and environmental aspects as an integral part of its governance and of all university activities, covering teaching, research, community service, student activities, administration, laboratories, workshops, facility construction and maintenance, transport, and other supporting activities.
2. **Complying with applicable laws, regulations, standards, and other requirements.** This means that in implementing the OHSEMS, the university maintains compliance with the regulations, standards, and requirements relating to occupational health and safety, environmental health, environmental protection, and other requirements relevant to the activities of Universitas Islam Indonesia.

KEBIJAKAN
KESELAMATAN, KESEHATAN KERJA, DAN LINGKUNGAN
UNIVERSITAS ISLAM INDONESIA

Universitas Islam Indonesia (UII) berkomitmen untuk menyelenggarakan kegiatan pendidikan, penelitian, pengabdian kepada masyarakat, serta seluruh kegiatan pendukung universitas dengan mengutamakan aspek keselamatan, kesehatan kerja, dan lingkungan (K3L) guna mewujudkan lingkungan kampus yang aman, sehat, nyaman, berkelanjutan, dan kondusif bagi seluruh sivitas akademika dan pihak lain yang beraktivitas di lingkungan Universitas Islam Indonesia.

Untuk mewujudkan komitmen tersebut, Universitas Islam Indonesia bertekad untuk:

1. Mengintegrasikan aspek K3L ke dalam tata kelola dan seluruh kegiatan UII.
2. Mematuhi peraturan perundang-undangan, standar, dan persyaratan lain yang berlaku berkaitan dengan K3L.
3. Membangun, menerapkan, memelihara, dan meningkatkan kinerja sistem manajemen K3L secara berkelanjutan.
4. Melakukan mitigasi dan pengendalian proaktif terhadap risiko K3L yang mungkin terjadi di dalam lingkungan kampus UII.
5. Melakukan perlindungan dan pengelolaan lingkungan secara bertanggung jawab.
6. Menyediakan dan meningkatkan kompetensi dan kualitas sumber daya manusia di bidang K3L.
7. Membangun lingkungan kampus yang aman, sehat, inklusif, dan kondusif untuk mendorong penerapan dan peningkatan kinerja K3L.
8. Menjamin kapasitas kampus dalam kesiapsiagaan dan tanggap darurat untuk penanganan keadaan darurat.

Kebijakan ini menjadi landasan bagi seluruh unit kerja di lingkungan kampus UII dalam menetapkan tujuan, sasaran, program, prosedur, dan kegiatan K3L sesuai dengan karakteristik dan tingkat risiko masing-masing unit. Kebijakan ini dikomunikasikan kepada sivitas akademika, tersedia bagi pihak eksternal, serta ditinjau secara berkala untuk memastikan relevansinya dengan konteks organisasi UII, risiko K3L, serta peraturan dan standar terkait K3L.

Yogyakarta, 28 Agustus 2026

Rektor Universitas Islam Indonesia

UNIVERSITAS ISLAM INDONESIA
REKTOR
YOGYAKARTA

Prof. Dr. Hari Purnomo, M.T., I.P.U., ASEAN Eng.

Figure 3.1 OHSE Policy of Universitas Islam Indonesia

3. **Establishing, implementing, maintaining, and improving OHSEMS performance on a continual basis**. This means that the university is committed to implementing the OHSEMS and improving its performance in a planned, measurable, structured, integrated, and continual manner. The university also carries out monitoring, measurement, reporting, incident investigation, audit, compliance evaluation, and management review on a regular basis, and takes corrective action and continual improvement measures to raise the effectiveness and performance of the UII OHSEMS.
4. **Carrying out proactive mitigation and control of OHSE risks that may arise within the UII campus environment.** This means that the university is committed to identifying hazards and environmental aspects, assessing risks and impacts, and applying proactive controls to prevent accidents, *near misses*, occupational diseases, physical and mental health disorders, fire,

explosion, emergencies, pollution, and other adverse impacts on people, assets, and the environment.

5. **Carrying out environmental protection and management responsibly**. This means that the university is committed to preventing pollution, reducing and managing waste, using energy and resources efficiently, applying circular economy principles, and supporting climate change mitigation and adaptation and the protection of biodiversity in line with the character of university activities.
6. **Providing and improving the competence and quality of human resources in the OHSE field.** This is the university's commitment to supporting training, certification, and awareness-raising in relation to OHSE implementation at UII.
7. **Building a campus environment that is safe, healthy, inclusive, and conducive to encouraging OHSE implementation and performance improvement.**
8. **Ensuring the campus has the capacity for emergency preparedness and response in handling emergency situations.** This is achieved by identifying potential emergency situations and providing the organisation, procedures, facilities and infrastructure, communication, training, and periodic emergency response drills.

The UII OHSE Policy (Figure 3.1) is the basis for setting OHSE aims, objectives, and programmes at both university and unit level, in accordance with the characteristics and risk level of each unit. The university ensures that this policy is communicated to the academic community (internally) and made available to external parties. Dissemination may take place through leadership meetings, notice boards, official university channels, and communication to contractors, suppliers, guests, and cooperation partners active on campus. The Rector reviews the OHSE Policy at least once a year at the management review meeting to confirm its relevance to OHSE performance conditions and to applicable standards and regulations.

OCCUPATIONAL HEALTH, SAFETY, AND ENVIRONMENTAL POLICY
UNIVERSITAS ISLAM INDONESIA

Universitas Islam Indonesia (UII) is committed to conducting education, research, and community service, together with all supporting university activities, with priority given to occupational health, safety, and environmental (OHSE) aspects, in order to realise a campus environment that is safe, healthy, comfortable, sustainable, and conducive for the entire academic community and other parties active within Universitas Islam Indonesia.

To realise this commitment, Universitas Islam Indonesia undertakes to:

1. Integrate OHSE aspects into the governance and all activities of UII.
2. Comply with the laws, regulations, standards, and other requirements applicable to OHSE.
3. Establish, implement, maintain, and continually improve the performance of the OHSE management system.
4. Carry out proactive mitigation and control of OHSE risks that may arise within the UII campus environment.
5. Carry out environmental protection and management responsibly.
6. Provide and improve the competence and quality of human resources in the OHSE field.

7. Build a campus environment that is safe, healthy, inclusive, and conducive to encouraging the implementation and improvement of OHSE performance.
8. Ensure the capacity of the campus in emergency preparedness and response for handling emergency situations.

This policy is the basis on which every work unit within the UII campus sets OHSE aims, objectives, programmes, procedures, and activities appropriate to the characteristics and risk level of each unit. It is communicated to the academic community, made available to external parties, and reviewed periodically to ensure its relevance to the organisational context of UII, to OHSE risks, and to the related regulations and standards.

Yogyakarta, 28 August 2026
Rector of Universitas Islam Indonesia
Prof. Dr. Ir. Hari Purnomo, M.T., I.P.U., ASEAN Eng.

3.3 Roles and Responsibilities in the OHS Policy

The Rector establishes, delegates, and communicates OHS roles, responsibilities, and authorities to all levels of the university organisation. The Occupational Health, Safety, and Environmental Committee (OHSE Committee) carries out this role. Table 3.1 sets out the key roles and responsibilities in establishing the OHSE Policy.

Table 3.1 Key roles and responsibilities in establishing the OHS Policy

Role	Responsibility
Rector (Chair of the OHSE Committee)	Establishes and approves the OHS Policy. Provides resources. Leads the university's OHS commitment.
Vice Rector (Vice Chair of the OHSE Committee)	Provides strategic direction so that the OHSE Policy is aligned with the university's strategic plan.
Director of OHSE (Vice Chair II of the OHSE Committee)	Coordinates the drafting of and consultation on the OHSE policy.
Secretary of the OHSE Committee	Documents the drafting process and controls the text of the OHS Policy.
Unit OHS members and coordinators	Disseminate the OHS Policy and gather input from work units.

3.4 Consultation and Participation of the Academic Community

The university involves the academic community and administrative staff in establishing the OHS Policy. This involvement is consistent with the Guidelines for Implementing Occupational Health, Safety, and Environmental Management Systems in Higher Education Institutions, which require input from across the academic community to be considered before a policy is established. Such involvement may take the following forms:

1. Focus group discussions with representatives of lecturers, administrative staff, and students.
2. Circulation of the draft OHSE Policy through official university channels to obtain written responses.
3. Consultation with faculty and unit OHSE coordinators on how well the policy fits conditions on the ground.
4. Discussion with the Quality Assurance Board so that the OHSE Policy is aligned with the internal quality assurance system.

The OHSE Committee documents all input and responses from the consultation process. This documentation forms part of the record of establishing the OHS Policy and material for review at the next policy update.

CHAPTER 4
PLANNING

Planning is the second stage in the cycle of the occupational health, safety, and environmental management system (OHSEMS). The university prepares its OHSE Plan on the basis of the OHSE Policy that has been established. This chapter covers the basis for preparing the OHS Plan, hazard identification, risk assessment and control, compliance with laws, regulations, and other requirements, and OHS objectives and work programmes. Figure 4.1 presents the flow for preparing the UII OHSE Plan.

Figure 4.1 Flow for preparing the OHSEMS Plan of Universitas Islam Indonesia

4.1 Basis for Preparing the OHSE Plan

Through the OHSE Committee, the university prepares the OHS Plan on four bases:

1. The results of the initial review of OHS conditions.
2. Hazard identification, risk assessment, and risk control.
3. Applicable laws, regulations, and other OHS requirements.
4. The resources available to the university.

The initial review of OHSE conditions covers identification of existing OHSE conditions in all work units, comparison of OHSEMS implementation with universities that are further advanced, review of the causes and consequences of hazardous events in earlier periods, and assessment of the efficiency and effectiveness of the OHSE resources available.

4.2 Hazard Identification, Risk Assessment, and Risk Control

The university carries out hazard identification, risk assessment, and determination of controls across all university activities, products, and services. The scope of identification covers routine and non-routine activities, the activities of all parties with access to the workplace, human behaviour and capability, past hazardous events, potential emergency situations, and changes in the organisation, work processes, or materials. These provisions also take account of the risks and opportunities to be addressed in OHSEMS planning.

Hazard identification, risk assessment, and risk control follow the stages below.

1. Identification of hazards in every area and activity, including laboratories, workshops, studios, office buildings, and field areas.
2. Risk assessment based on the likelihood of an event and the severity of its consequences.

3. Determination of risk levels using a risk matrix that distinguishes low, medium, high, and extreme levels.
4. Determination of controls in line with the hierarchy of risk controls (Figure 5.2)
5. Documentation of the results of hazard identification, risk assessment, and control in the OHS risk register.

The OHSE Committee team updates the OHSE risk register annually, and whenever there is a significant change in activities, facilities, or organisation. The OHSE risk register is the basis for determining operational controls.

4.3 Compliance with Laws, Regulations, and Other Requirements

The OHSE Committee compiles and updates a register of the applicable and relevant OHSE laws, regulations, and other requirements. Other requirements may include technical standards, accreditation instrument requirements, and voluntary university commitments (for example, Healthy Campus or *health promoting university* guidelines). This register of regulations and other requirements is the reference for setting OHSE objectives, work programmes, and procedures at both the planning and implementation stages.

4.4 Objectives and Work Programmes

The OHSE Committee sets OHSE objectives at the start of the academic year and reviews their achievement at the management review meeting. The OHSE Plan contains at least seven components (Table 4.1). OHSE objectives must be measurable or otherwise assessable in performance terms, take account of applicable requirements, consider the results of risk and opportunity assessment, be communicated, and be updated as necessary. Planning to achieve OHSE objectives must include information on the description of activities, resources, persons responsible, timeframes, and how results will be evaluated. OHSE work programmes are then derived from the OHSE objectives that have been set. OHSE objectives and work programmes must be grounded in the applicable OHSE policy.

Table 4.1 The seven minimum components of the OHSE Plan

Component	Explanation
Aims and objectives	The OHSE outcomes to be achieved, aligned with the OHSE Policy.
Priority ranking	The order in which matters are addressed, based on identified risk levels.
Control measures	The control actions selected in line with the hierarchy of risk controls.
Allocation of resources	The human resources, facilities, and budget allocated to the programme.
Implementation timeframe	The deadline for carrying out each activity in the OHS work programme.
Achievement indicators	Measures of programme success, both proactive and reactive indicators.
Accountability system	Designation of the person responsible for each activity and the reporting mechanism.

CHAPTER 5
IMPLEMENTATION

This chapter covers the delivery of the OHS Plan in day-to-day activities. It addresses capability assurance, supporting activities, operational control, and emergency preparedness and response. All work units apply the provisions of this chapter under the coordination of the Occupational Health, Safety, and Environmental Committee (OHSE Committee).

5.1 Capability Assurance

5.1.1 Human Resources

Universitas Islam Indonesia progressively provides competent human resources in the OHSE field by supporting training and certification appropriate to the authority assigned. Authority is evidenced by a certificate or letter from the competent authority and renewed as required. OHSE competence needs are identified annually with reference to applicable regulations, standards, and requirements. The basis for identification includes job duties, the results of hazard identification, and incident records in each unit. OHSE-related training may be provided to all levels of the UII academic community according to the needs identified by the OHSE Committee. Training may be delivered internally or through certified training institutions, taking account of applicable regulations, standards, and requirements. The OHSE Committee evaluates the effectiveness of every training activity. The evaluation results form the basis for improving subsequent training programmes. The university maintains training records and competence certificates for all personnel.

5.1.3 Facilities, Infrastructure, and Budget

Universitas Islam Indonesia provides adequate OHSE Committee facilities and infrastructure in all buildings and work units. The OHSE Committee identifies the facilities and infrastructure required and reviews them annually in line with the results of OHSE performance evaluation. The Rector and unit leaders allocate budget for OHSE facilities and infrastructure as required, on the recommendation of the OHSE Committee. This budget allocation may cover the operations of the OHSE Committee, OHSE-related training and certification, procurement and maintenance of OHSE facilities, periodic health examinations, and management of hazardous and toxic (B3) waste.

5.2 Supporting Activities

5.2.1 Communication, Participation, and Consultation

The OHSE Committee disseminates OHSE information to both internal and external parties. Dissemination media may include meetings, notice boards, email, official university channels, and signage and posters in work areas. The information conveyed covers the OHSE policy, OHSE objectives and programmes, the results of hazard identification, safe working procedures, incident investigation results, and changes affecting OHSE.

Members of the academic community are entitled to submit proposals for OHSE improvement. Proposals are submitted through the OHSE Coordinator of each unit. The OHSE Committee involves representatives of lecturers, representatives of administrative staff, and representatives of students in selecting hazard controls. The university provides a reporting channel for unsafe conditions that is accessible to all members of the campus community.

5.2.2 Documentation and Document Control

The OHSEMS documents of Universitas Islam Indonesia are arranged in four levels: Level I: OHSE Policy and Manual; Level II: OHSEMS Procedures; Level III: OHSE Work Instructions; and Level IV: OHSE Forms and Records. Figure 5.1 presents this document hierarchy and Table 5.1 explains it further.

The Secretary of the OHSE Committee controls all OHSEMS documents. Control covers numbering, approval for issue, distribution, revision, storage, and withdrawal of obsolete documents. The Secretary of the OHSE Committee maintains the master document register. Every work unit uses only the latest version of a document.

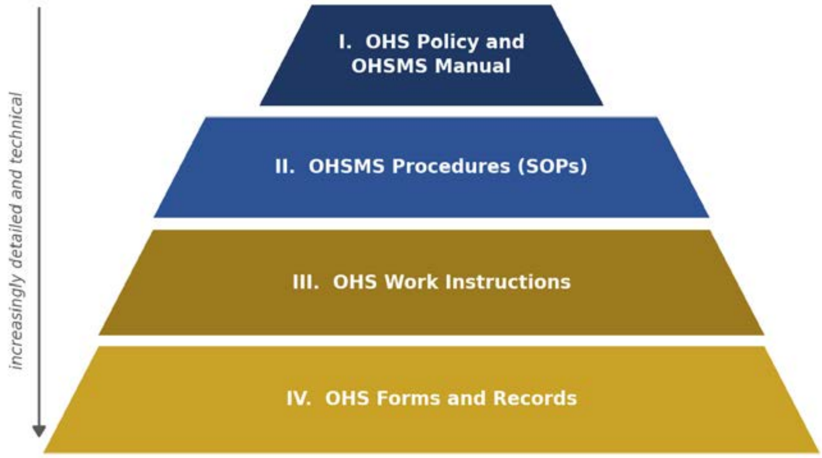

Figure 5.1 OHSEMS document hierarchy of Universitas Islam Indonesia

Table 5.1 Description of OHSEMS document levels

Level	Type of Document
Level I	OHSE Policy and OHSEMS documents. These documents set out the direction, aims, and commitment of university management.
Level II	OHSE standard operating procedures. Examples: hazard identification procedure, emergency response procedure, internal audit procedure, and management review procedure.
Level III	Work instructions. Examples: laboratory work instructions, instructions for using personal protective equipment, and instructions for handling chemical spills.
Level IV	Forms and records. Examples: hazard identification forms, incident reports, inspection checklists, and management review meeting minutes.

5.2.3 Reporting

The university establishes a standard OHSE reporting flow in line with Article 13(2) of Government Regulation No. 50 of 2012 concerning procedures for reporting occupational accidents, nonconformities, OHSE performance, and sources of hazard. Internal reporting covers incident reports, potential hazard reports, inspection reports, and unit OHSE performance reports. Unit OHSE Coordinators submit performance reports to the OHSE Committee each semester. Incident reports are submitted to the OHSE Committee no later than 1 x 24 hours after the event.

External reporting covers reports of occupational accidents and occupational diseases to the competent authorities. Article 4(1) of Minister of Manpower Regulation No. Per.03/MEN/1998 requires a written report to be submitted to the head of the local Department of Manpower office no later than 2 x 24 hours after the event. The OHSE Committee monitors the follow-up to every report until it is closed.

5.3 Operational Control

The university controls risk on the basis of the hazard identification and risk assessment set out in the OHSE Plan. Risk controls are selected according to the hierarchy shown in Figure 5.2. Controls at a higher level take precedence. Personal protective equipment is the last option, but must still be available.

Figure 5.2 Hierarchy of OHS risk controls

5.3.1 General Controls

General controls apply across all campus areas. They take the following forms.

- Periodic maintenance of buildings, electrical installations, lifts, machinery, and equipment.
- Management of vehicle traffic, parking areas, and pedestrian routes.
- Inspection of ventilation, lighting, and noise levels in work areas.
- Installation of OHSE signs, symbols, and instructions at strategic locations.
- Application of the 5S working culture (sort, set in order, shine, standardise, sustain) in all units.
- Periodic health examinations for staff in high-risk work.

5.3.2 High-Risk Work

High-risk work requires a written work permit before it is carried out. Such work includes work at height, hot work, work on live electrical installations, work with hazardous chemicals, operation of heavy machinery, and building construction and renovation work. Work permits are issued by the unit OHS Coordinator with the approval of the OHSE Task Force.

Those carrying out the work must hold appropriate competence. Supervisors ensure that personal protective equipment is available before work begins. Supervisors stop work whenever unsafe conditions arise.

5.3.3 Hazardous and Toxic Materials (B3)

Work units control the use of hazardous and toxic materials strictly, following the provisions on the management of hazardous and toxic (B3) waste in the applicable regulations and guidelines. The university provides a dedicated place to store B3 waste before it is transported by a third party able to treat or recycle it. The temporary storage facility for B3 waste must meet the requirements of the applicable regulations.

5.3.4 Procurement of Goods and Services and Contractor Management

The university incorporates OHSE requirements into procurement documents for goods and services, in line with Article 11(2)(d) and (e) of Government Regulation No. 50 of 2012. The procurement committee verifies the safety specifications of goods before a purchasing decision is made. Prospective service providers submit an OHSE work plan as part of their bid. The OHSE Committee assesses contractors' OHSE performance at the end of the contract period. The assessment results are taken into account in future engagements.

5.3.5 Guests, Visitors, and Working Partners

Guests, visitors, and working partners of the university must comply with the OHSE regulations applying on the UII campus. The unit directly concerned must give a relevant *safety induction* to visiting guests (for example, working partners, auditors, assessors, prospective students, and graduates' families). Where high-risk areas are involved, health and safety procedures must be prepared, communicated to, and complied with by visitors to those areas.

5.4 Emergency Preparedness and Response

The university establishes emergency response procedures for a range of potential events. These include occupational accidents, fire, explosion, earthquake, chemical spills, civil disturbance, and outbreaks of infectious disease.

Emergency preparedness covers the following steps.

1. Establishing emergency response teams at university and building level. These teams handle initial fire suppression, evacuation, first aid, and asset protection.
2. Providing and maintaining emergency response equipment. The OHSE Task Force inspects portable fire extinguishers, hydrants, alarms, and first aid boxes every three months.
3. Displaying evacuation plans on every floor. The plans show the reader's position, exit routes, and assembly points.
4. Conducting emergency response drills at least once a year in every building. The OHSE Task Force records attendance and evacuation time.

5. Maintaining an emergency contact list. The list contains the numbers of the health service unit, the security unit, the fire service, the police, and referral hospitals.

The OHSE Committee evaluates the results of every drill. The evaluation results form the basis for improving emergency response procedures. Procedures are also reviewed whenever there is a change in building layout or in the types of hazard present.

CHAPTER 6
PERFORMANCE MONITORING AND EVALUATION

Universitas Islam Indonesia measures and evaluates OHSE performance on a regular basis. Measurement confirms that OHSEMS implementation is effective and compliant with regulations. The measurement results form the basis for corrective action. This chapter covers four main activities: performance inspection and measurement, evaluation of regulatory compliance, incident investigation, and internal audit. Figure 6.1 presents the flow of these four activities.

Figure 6.1 Flow of OHSE performance monitoring and evaluation

6.1 Inspection, Testing, and Measurement of OHSE Performance

The OHSE Committee carries out inspection, testing, and measurement of all OHSE facilities and activities, as required by Article 14(2) of Government Regulation No. 50 of 2012. This is done in accordance with the following provisions.

1. The personnel carrying out the work have adequate competence and experience. Article 14(3) of Government Regulation No. 50 of 2012 allows the university to appoint a certified third party where internal competence is not yet sufficient.
2. Measuring equipment meets applicable standards and undergoes periodic calibration.
3. Those carrying out the work maintain records of inspection results. These records are available to the work units concerned.
4. Work units take corrective action immediately upon finding a nonconformity.
5. The OHSE Committee analyses all findings and reviews the results at OHSE Committee meetings.

The frequency of these activities depends on the type of object. Routine OHSE inspections take place monthly at unit level. Testing of electrical installations, lightning protection, and fire extinguishing equipment takes place as prescribed by regulation. Work environment measurement covers lighting, noise, and indoor air quality. Health examinations for staff in high-risk work take place at least once a year.

OHSE performance is measured using two types of indicator: proactive indicators and reactive indicators. Proactive indicators assess preventive efforts before an incident occurs. Reactive indicators assess events that have already happened. Table 6.1 sets out the indicators used by Universitas Islam Indonesia.

Table 6.1 OHSE performance measurement indicators

Proactive Indicators	Reactive Indicators
Number and effectiveness of OHSE training activities	Number of occupational accidents
Number and effectiveness of OHSE inspections	Number of occupational disease cases
Percentage of OHSE programme targets achieved	Number of near misses
Rate of personal protective equipment use in high-risk activities	Number of working days lost to accidents
Percentage of risk controls implemented	Value of asset damage caused by incidents
Level of compliance with OHS laws and regulations	Number of complaints from campus members and the surrounding community
Frequency of OHSE briefings and awareness sessions	Number of audit findings not followed up on time
Results of the academic community's perception survey on OHSE commitment	Number of absences due to work-related ill health

The OHSE Committee sets a target for each indicator at the start of the academic year. Unit OHSE Coordinators report indicator achievement each semester. The university OHSE Committee prepares the university OHSE performance report on the basis of the unit reports.

6.2 Evaluation of Compliance with Laws and Regulations

The OHSE Committee assesses the compliance of OHS implementation with laws and regulations at least once a year. The assessment covers permits, equipment certification, personnel competence, and reporting obligations.

The OHSE Committee maintains the register of applicable OHSE regulations and requirements compiled under Chapter 4. The register is updated whenever a new regulation is issued. The Quality Assurance Board incorporates the results of this compliance evaluation into the internal quality audit. This integration prevents overlapping assessment activities.

6.3 Incident Investigation and Handling of Nonconformities

6.3.1 Incident Investigation

Every incident on campus must be reported and investigated. The scope covers occupational accidents, occupational diseases, and near misses. The Chair of the OHSE Committee appoints a competent investigation team no later than two working days after a report is received.

The investigation team gathers witness statements, examines the location, and analyses the root causes of the event. The team uses established analytical methods, such as the fishbone diagram or five whys analysis. The team prepares an investigation report no later than fourteen working days after appointment. The report sets out the chronology, root causes, corrective actions, and preventive actions. The OHSE Committee conveys the investigation results to the units concerned as learning material.

6.3.2 Nonconformities and Corrective Action

A nonconformity may be an actual deviation or a potential one. Examples include procedures not being followed, obsolete documents, equipment without a fitness certificate, and risk controls that do not match the plan.

Nonconformities are handled through the following stages.

1. Recording the nonconformity on the prescribed form.
2. Identification of the cause of the nonconformity by the unit concerned together with the OHSE Task Force.
3. Determination of corrective and preventive actions, together with the person responsible and the deadline.
4. Implementation of the actions by the unit concerned.
5. Verification of the effectiveness of the actions by the OHSE Committee once the deadline has passed.

The OHSE Committee closes the nonconformity record once verification confirms that the action has been successful. Nonconformities not yet resolved are raised at the management review meeting.

6.4 Internal OHSEMS Audit

The university conducts an internal OHSEMS audit at least once a year. The internal audit differs from the external OHSEMS audit. Article 16(1) of Government Regulation No. 50 of 2012 governs the external audit, namely an assessment of OHS management system implementation by an independent audit body appointed by the Minister of Manpower at the university's request. Both audits assess the twelve elements of the OHS management system criteria set out in Annex II to Government Regulation No. 50 of 2012. Internal auditors are independent of the area being audited. Auditors hold an audit training certificate or equivalent OHSE competence.

Audits are conducted through the following stages.

1. Determination of the audit objectives, scope, criteria, and schedule by the Chair of the OHSE Committee.
2. Appointment of the lead auditor and team members.
3. Review of documents and preparation of the audit checklist.
4. Conduct of the field audit through interviews, observation, and examination of records.
5. Preparation of the audit report setting out the findings, finding categories, and recommendations.
6. Submission of the report to the Chair of the OHSE Committee and the head of the audited unit.
7. Monitoring of follow-up until all findings are closed.

Audit frequency may be increased in certain circumstances. These include a significant change in risk assessment, recurring findings from previous audits, and incidents of high severity. Internal audit results are the principal input to the management review.

CHAPTER 7
REVIEW AND PERFORMANCE IMPROVEMENT

Review and improvement close one turn of the OHSEMS cycle. At this stage, university management assesses the suitability, adequacy, and effectiveness of OHSEMS implementation. The results of the review become the input to the next cycle. This chapter covers the conduct of the management review, the handling of incidents in the context of that review, continual improvement, and the links to the university's Strategic Plan.

7.1 Management Review

As the officer accountable for the OHSEMS, the Rector chairs the OHS management review meeting at least once a year. This obligation implements Article 15(1) and (2) of Government Regulation No. 50 of 2012, which requires the employer to review policy, planning, implementation, monitoring, and evaluation in order to assure the suitability and effectiveness of OHS management system implementation. It is consistent with Clause 9.3 of SNI ISO 45001:2018 on Management Review. Participants include the Adviser, Chair, and Secretary of the OHSE Committee, the Deans, the Head of the Quality Assurance Board, and unit OHSE coordinators. The Secretary of the OHSE Committee prepares the meeting materials no later than seven working days before the meeting. Figure 7.1 presents the inputs and outputs of the management review meeting.

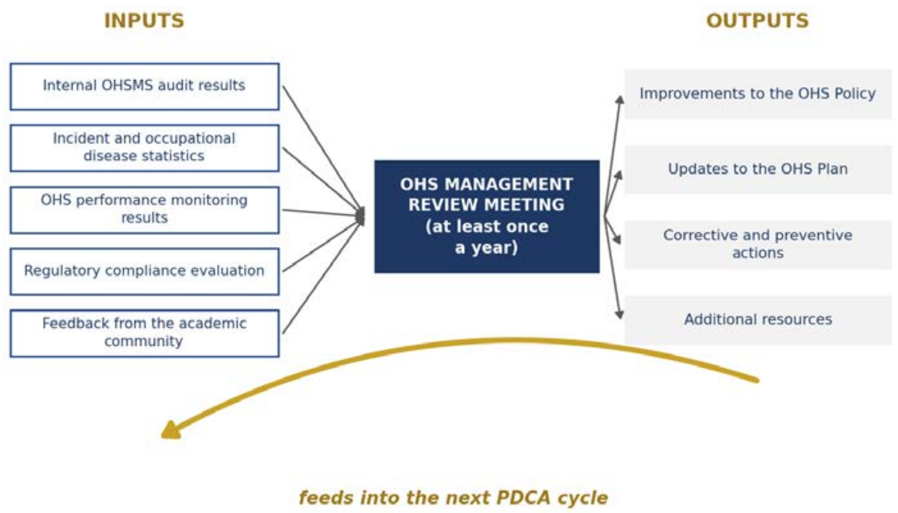

Figure 7.1 Inputs and outputs of the OHSE management review meeting

The management review meeting addresses at least the following five matters.

1. Evaluation of the OHSE Policy. The meeting assesses the policy's relevance to current conditions and the timeliness of the actions taken.
2. Evaluation of OHSE aims, objectives, and performance. The meeting reviews the achievement of proactive and reactive indicators in the current period.
3. Internal OHSEMS audit findings and the status of their follow-up.
4. The results of the evaluation of compliance with laws, regulations, and other requirements.
5. The adequacy of resources and the OHSEMS development needs for the next period.

Supporting materials for the meeting include the semester OHSE performance report, incident statistics, reports on emergency response drills, the results of the academic community perception survey, contractors' OHSE performance, and information on regulatory changes. The Secretary of the OHSE Committee records the outcome of the meeting in the management review minutes. The minutes contain the attendance list, matters discussed, decisions, persons responsible, and completion deadlines. The format of the minutes is set out in Annex 2. The Rector signs the minutes as the basis for carrying out the follow-up.

7.2 Handling of Incidents and Nonconformities

University management reviews every incident occurring in the reporting period. The review covers occupational accidents, near misses, and work-related ill health. Work-related ill health covers both physical and mental aspects.

The review confirms three things. First, that every incident has been recorded and investigated. Second, that corrective and preventive actions have been carried out. Third, that those actions have proved effective. The results of the incident review also serve to raise OHS awareness across all work units.

Input for determining corrective and preventive actions comes from the following sources.

- The results of periodic testing of emergency procedures.
- The results of incident investigations.
- Internal and external audit findings.
- The results of the evaluation of regulatory compliance.
- The results of OHSE performance monitoring and facility maintenance activities.
- Proposals and feedback from the academic community, including satisfaction survey results.

7.3 Continual Correction and Performance Improvement

The review of OHSEMS implementation covers policy, planning, implementation, monitoring, and evaluation. The results of the review are used to make corrections and improve performance accordingly. The university applies proactive and reactive monitoring in a balanced way. Proactive monitoring assesses the adequacy of OHSE activities before problems arise. Reactive monitoring records and analyses nonconformities that have already occurred. Together, these two forms of monitoring show the extent to which OHSE objectives are being met.

The university makes corrections and improvements to OHSEMS performance on the following grounds.

1. Changes in laws and regulations in the OHSE field.
2. Changes in relevant external and internal issues, for example stakeholder demands, accreditation results, or changes to the Strategic Plan.
3. Changes in activities, organisational structure, or the development of campus facilities.
4. Advances in science and technology in the OHSE field.
5. Incident reports or proposals from the academic community.

The OHSE Committee prepares a follow-up plan on the management review results no later than one month after the meeting. The plan sets out the activities, persons responsible, resource requirements, and deadlines. The OHSE Committee monitors its implementation quarterly. The monitoring results provide the material for updating the OHSE Policy (Chapter 3) and the OHS Plan (Chapter 4) in the next cycle.